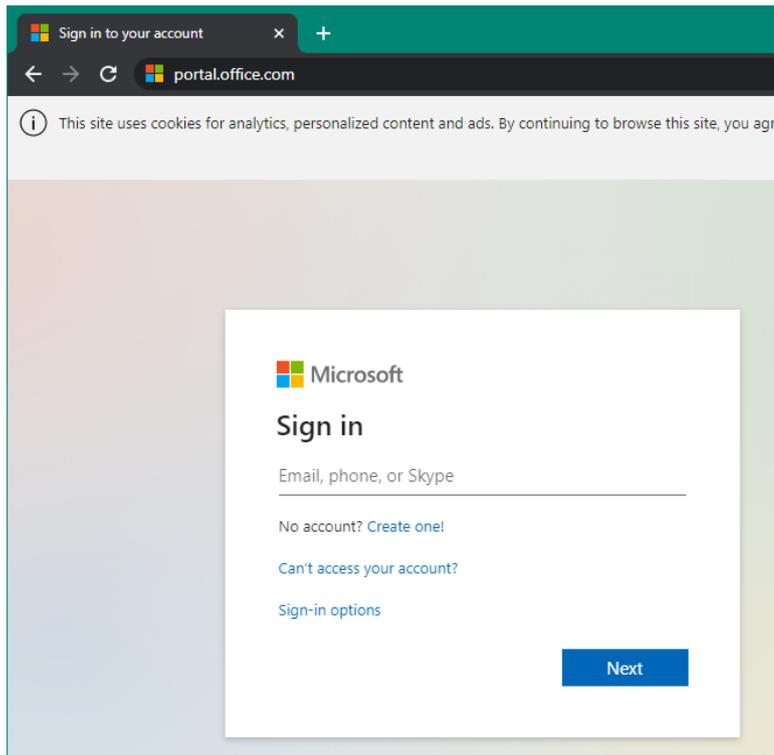


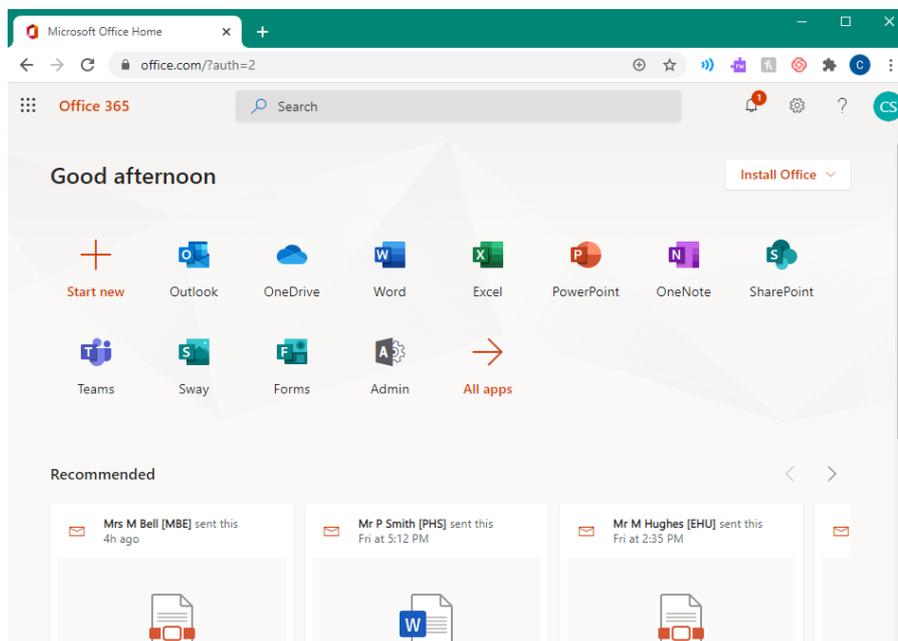
# Microsoft Teams - Student Guide

## How to Access Teams Online

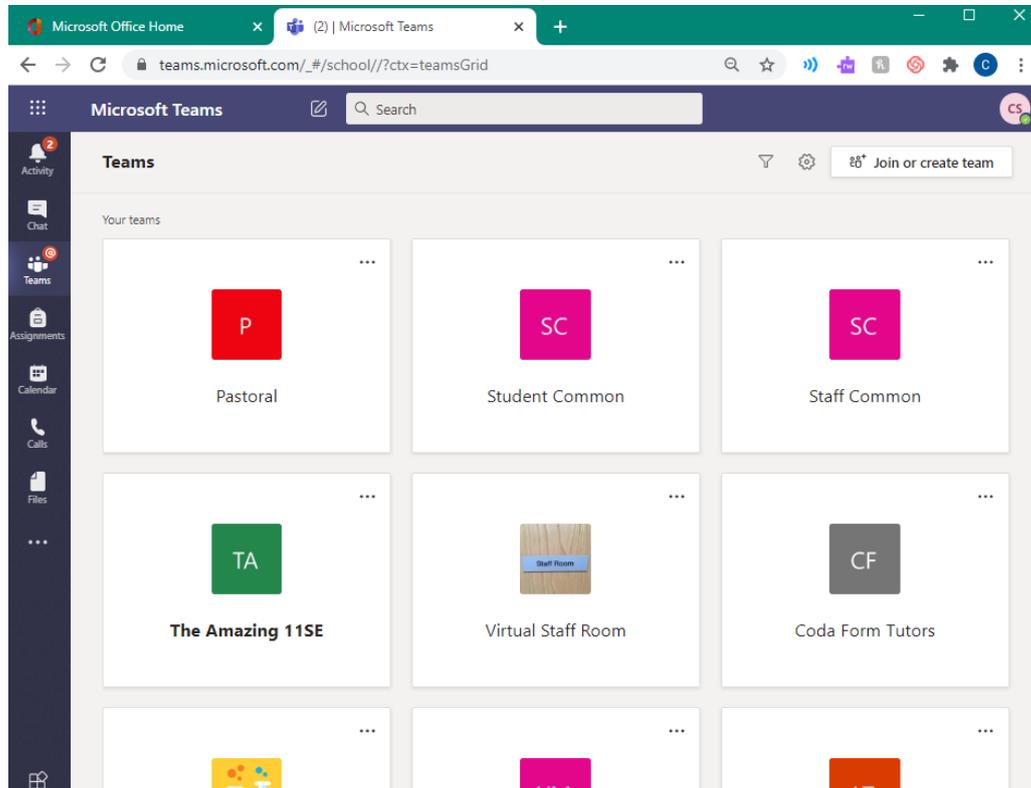
1. Go to the following website to Access Teams: <https://portal.office.com/>
2. Input your school email address and password into the box as seen below



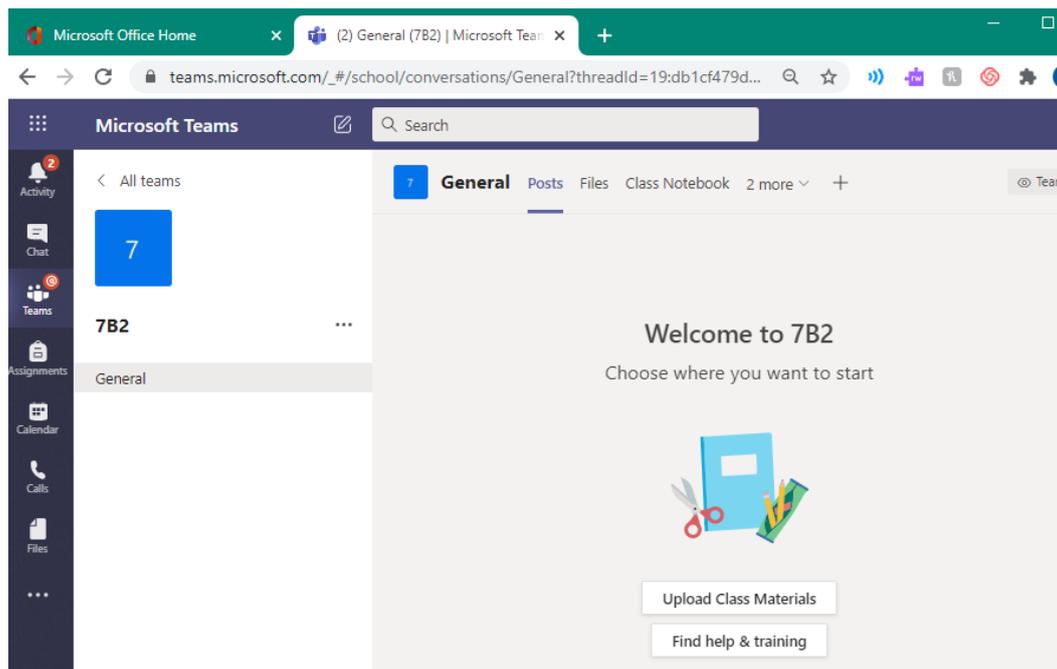
3. You will then see a home page which should look like below



- Once you're on this home page you will have access to your emails (Outlook), Teams and other applications. Click onto Teams app and you will see the teams which you are a member of

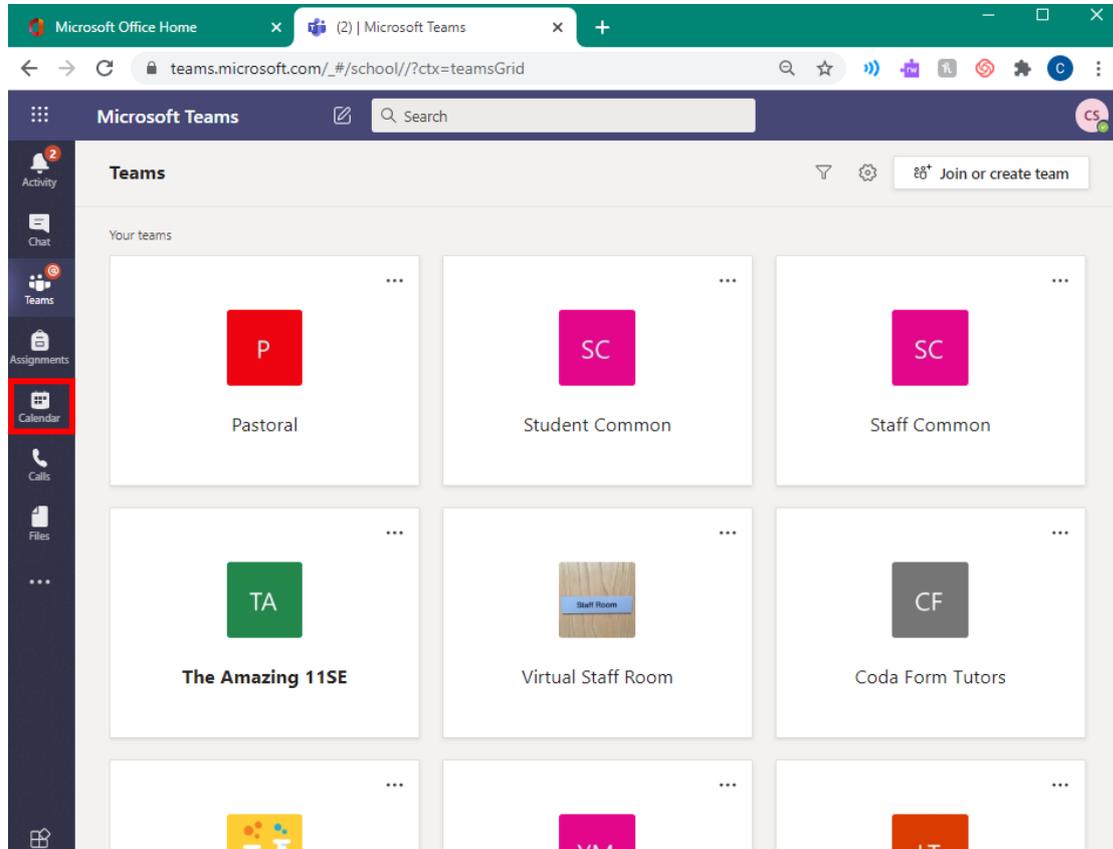


- You can then enter a team you're a part of and you'll be able to see files, messages, meetings for that team. What you see depends on how the teacher has setup the team.

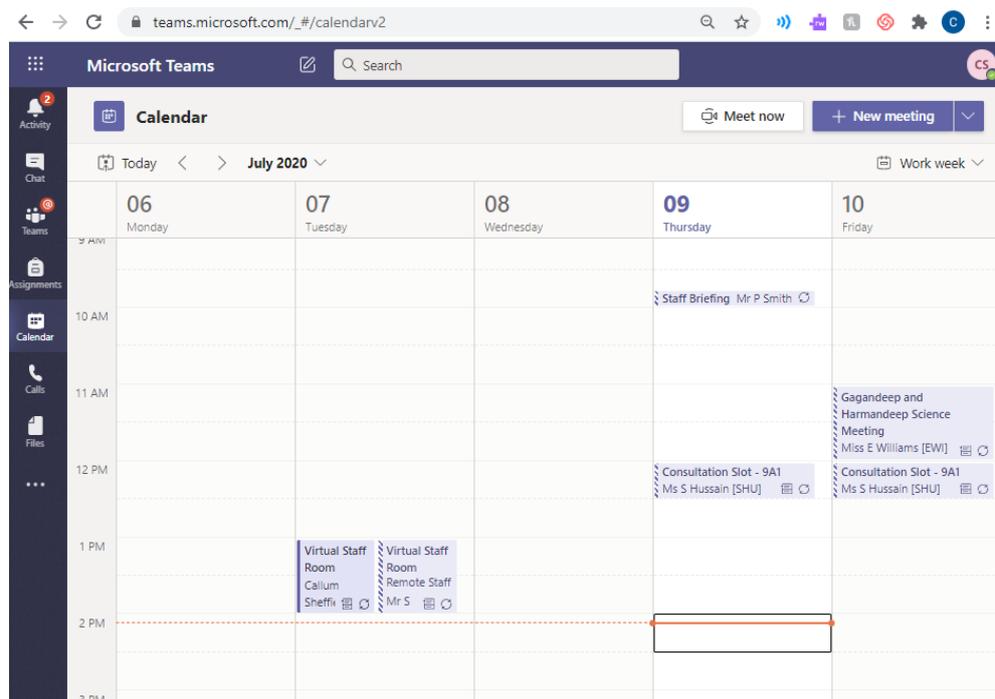


## How to Join Meetings

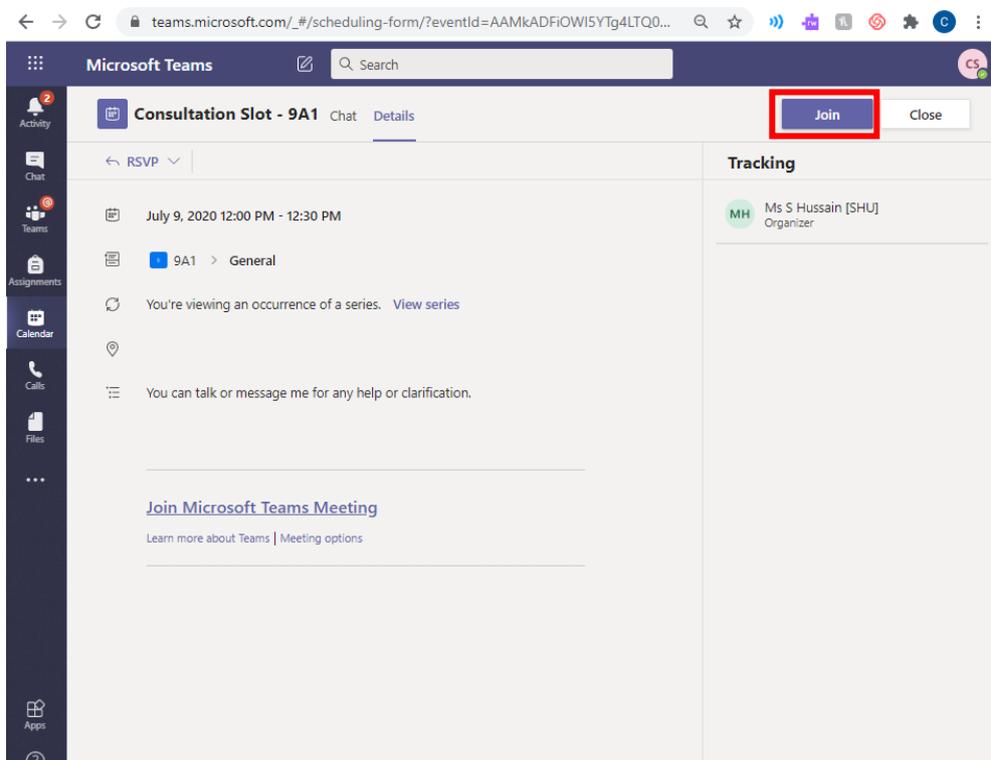
To access meetings, you must go onto the Teams Calendar. This is displayed on the left side of teams when you're logged in.



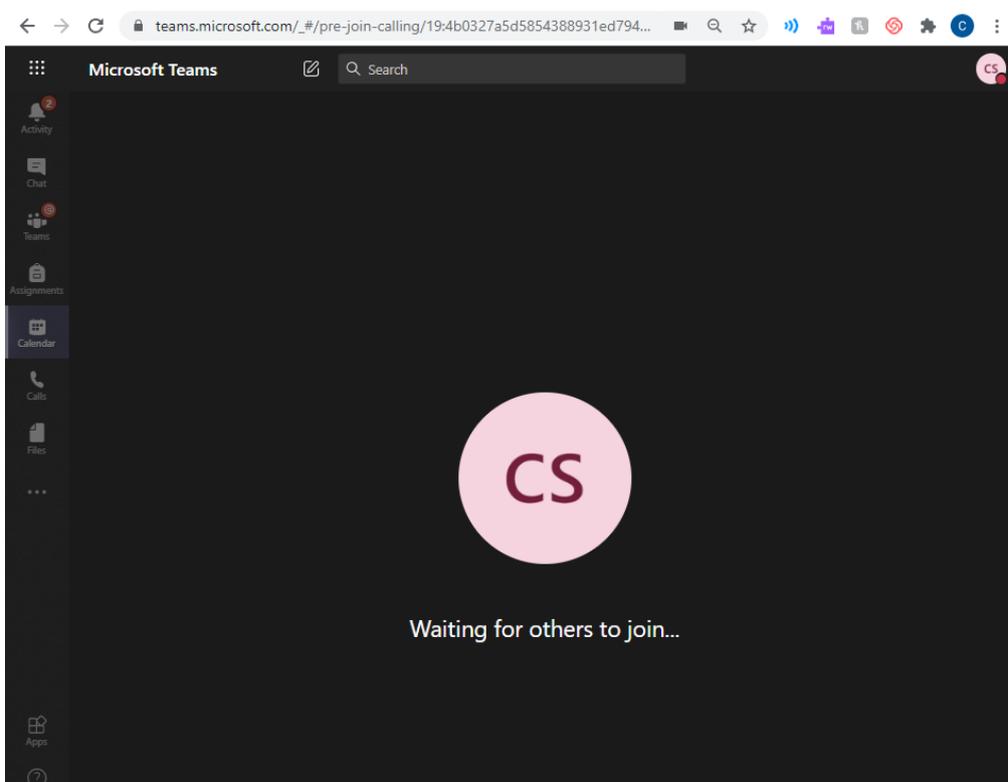
This will then display your calendar. If you do not have any meetings you've been invited to then no meetings will be displayed. However, when you've been invited to a meeting, it will be shown on your teams calendar.



You can join a meeting by clicking on the meeting and selecting 'Join' in the top right corner.



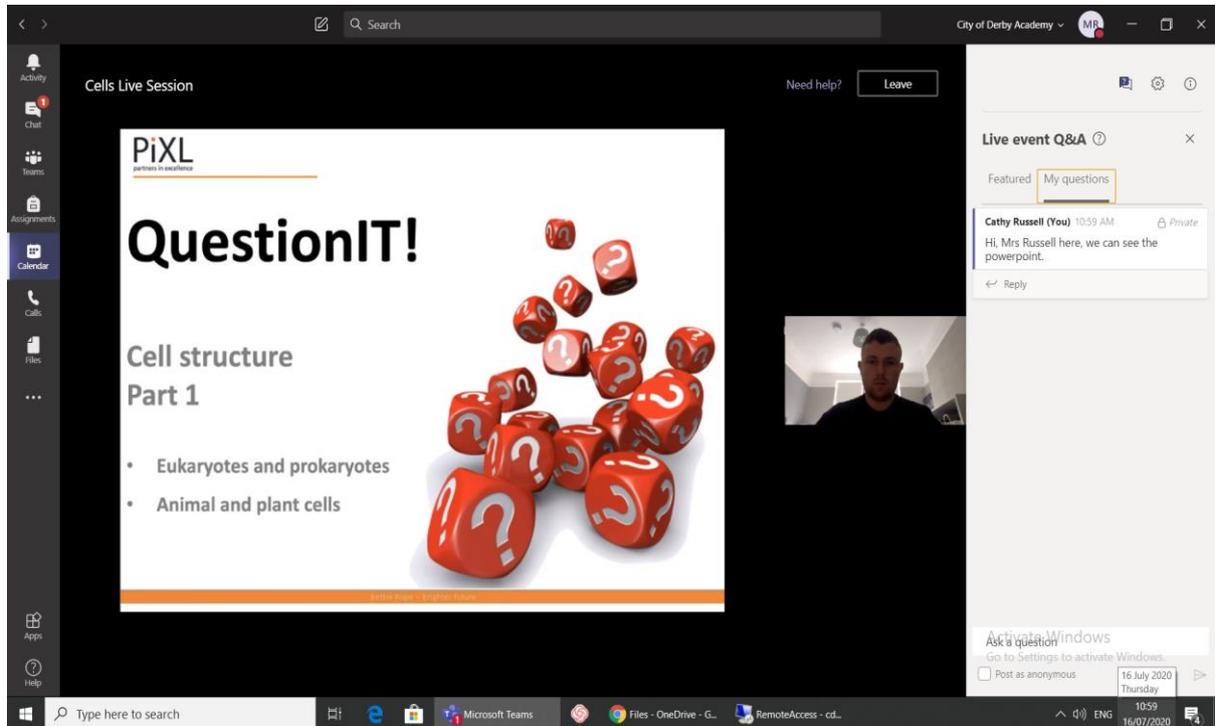
This will then enter the meeting where you can communicate with your teacher.



## How to Join Live Events

To access live events, you can also go onto the Teams Calendar. This is displayed on the left side of teams when you're logged in. You then join in the same way as a meeting.

You may also receive an invitation by email with a link to follow.



## If you have any problems

If you have any issues then please contact your form tutor or email

[ICTsupport@citofderbyacademy.org](mailto:ICTsupport@citofderbyacademy.org) If your issue is with accessing emails then please phone the school.